

IN THE IOWA DISTRICT COURT, IN AND FOR \_\_\_\_\_ COUNTY

ADMINISTRATIVE ORDER	GUIDELINES FOR MEDIATORS
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The following shall be required of all mediators participating in the Iowa First Judicial District Mediation Program:

1. Any person wishing to be rostered as a mediator must complete a Mediator Enrollment form available on the First Judicial District page of the Judicial Branch website and submit the form to the First Judicial District Office of Court Administration. The roster of mediators will be updated only on the first day of each month.
2. All mediators shall complete a 40-hour program which certifies his or her qualification to mediate in the First Judicial District and produce a copy of the certificate of completion to the First Judicial District Office of Court Administration.
3. All mediations are expected to take place in the county where the petition was filed unless the participants agree otherwise. When an assigned mediator offices outside of the county where the petition was filed, he or she shall travel to and from said mediation without compensation for his or her time or mileage.
4. All mediators are expected to perform mediations for reduced fees or on a free basis if a matter to which they have been rostered is determined by a judge to be eligible for pro bono or reduced rate mediation costs. Actual guidelines and administrative rules as to the assignment of reduced cost or free mediations may be issued later if difficulties arise from this expectation.
5. All mediators are expected to file the appropriate documents with the court and the parties including, but not limited to, the Certificate of Compliance with Mediation and the Disclosure of Conflict forms with regard to each case to which that are rostered. If there is a temporary matters hearing scheduled, the Certificate of Compliance on Temporary Matters shall be filed with the court within 3 days of completion and the Certificate of Compliance for Mediation for trial shall be filed with the court within 7 days. These forms are available on the First Judicial Branch webpage.
6. All mediators are required to file an enrollment form.
7. All mediators are expected to be available for mediation within proscribed time periods and do his or her best to work with the parties to establish times and places for mediation

meetings. All mediators are on notice that all temporary matters mediation meetings will occur within five (5) weeks of the filing of said request for temporary matters hearing, and mediators are expected to make themselves available at reasonable times and opportunities to allow said temporary matters mediation to be accomplished.

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KELLYANN LEKAR, CHIEF JUDGE  
FIRST JUDICIAL DISTRICT